



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

February 27, 2008

**MEMORANDUM**

TO: Intermediate School District Superintendents  
Intermediate School District Directors of Special Education  
Local Educational Agency Superintendents  
Local Educational Agency Special Education Contacts  
Public School Academy Administrators  
Single Record Student Database Authorized Users

FROM: Jacquelyn J. Thompson, Ph.D., Director  
Office of Special Education and Early Intervention Services

SUBJECT: Accurate Entry of Special Education Data in Current SRSD Submission

The U.S. Department of Education, Office of Special Education Programs (OSEP) requires states to report the number of students who were evaluated for special education programs/services and the number of initial evaluations and Individualized Education Programs (IEPs) that were completed within the state mandated timeline or agreed-upon written extensions. The Office of Special Education and Early Intervention Services (OSE/EIS) collects this information using the Single Record Student Database (SRSD), maintained by the Center for Education Performance and Information (CEPI). Data are captured in Fields 39a – c, respectively. **In 2009, the OSE/EIS will publicly report this SRSD 2007-2008 data at the local district level, and this data will be a factor in the 2009 local Determinations.**

Between February 14, 2008, and March 13, 2008, school districts submit their SRSD data to their intermediate school district (ISD). The submission reflects the February 13, 2008, count date. ISDs submit all data to the CEPI between March 19, 2008, and April 2, 2008. Data reported in Fields 39a – c apply to only the Spring 2008 collection cycle. **The information should not be carried over to the next collection cycle.** Please work with your data entry personnel to assure that your district's data is correct. An explanation of each field follows.

*Field 39a – Parental Consent to Evaluate and Special Education Timeline to Complete Initial IEP.* Report in this field if the student was evaluated and the initial IEP was held within the 30 school day timeline or mutually agreed-upon written extension. If the evaluation and initial IEP were not completed within the timeline or agreed-upon written extension, select the code that best matches why the student was not evaluated/initial IEP not completed on time.

- 01 Student evaluated and initial IEP held within 30-school-day timeline or agreed-upon written extension. (R340.1721c)

The codes listed below pertain to situations where a student's evaluation and/or initial IEP either did not occur within the 30 school-day timeline, agreed-upon written extension or was not completed:

- 02 Child not available to evaluate.  
03 Child/family moved prior to completing the initial IEP.  
05 Evaluation personnel or district staff unavailable to complete evaluation and initial IEP within the 30 school day timeline or agreed-upon written extension.  
06 Required external reports from non-district staff not received within the 30 school-day timeline or agreed-upon written extension.  
07 Student died; evaluation and/or initial IEP not completed.  
08 Parent withdrew permission for evaluation.  
09 District did not complete evaluation and/or initial IEP within the 30 school-day timeline or agreed-upon written extension for reasons other than listed.

*Field 39b – Result of Initial IEP.* Report in this field the outcome of the initial IEP (i.e., eligible, not eligible, initial IEP not held within the timeline or agreed-upon written extension because of the reason identified in Field 39a). This field must be completed for each student evaluated for special education programs/services.

*Field 39c – School Days Beyond Evaluation and Completion of Initial IEP.* If the evaluation and initial IEP were not completed within the 30 school day timeline or agreed-upon written extension, report the number of additional school days that occurred before the evaluation and initial IEP were completed.

To view the Spring/EOY 2008 Data Field Descriptions, go to [www.michigan.gov/cepi](http://www.michigan.gov/cepi) and follow these steps:

1. On the left-hand navigation bar, click on *MEIS Data Services*.
2. On the left-hand navigation bar, click on *Single Record Student Database*.
3. Under *SRSD Data Manual*, click on *Spring/EOY 2008 Data Field Descriptions*.
4. Descriptions of Fields 39a – c begin on page 85.

If you have questions, please contact your local or ISD SRSD authorized user or James Nuttall, Ph.D., Office of Special Education and Early Intervention Services at (517) 335-0454, or at [nuttallj@michigan.gov](mailto:nuttallj@michigan.gov).



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February 28, 2008

TO: Intermediate School District Superintendents  
Intermediate School District Directors of Special Education  
Local Educational Agency Superintendents  
Local Educational Agency Special Education Contacts  
Public School Academy Administrators  
Single Record Student Database Authorized Users

FROM: Jacquelyn J. Thompson, Ph.D., Director  
Office of Special Education and Early Intervention Services

SUBJECT: Accurate Entry of Special Education **Discipline Data** in Current SRSD Submission

The U.S. Department of Education, Office of Special Education Programs (OSEP) requires states to report disciplinary actions taken with students with disabilities. The Office of Special Education and Early Intervention Services (OSE/EIS) collects this information using the Single Record Student Database (SRSD), maintained by the Center for Education Performance and Information (CEPI). Data are captured in Fields 126 – 137, respectively. **In 2009, the OSE/EIS will publicly report this SRSD 2007-2008 data at the local district level.**

Between February 14, 2008, and March 13, 2008, school districts submit their SRSD data to their intermediate school district (ISD). The submission reflects the February 13, 2008, count date. ISDs then submit all data to the CEPI between March 19, 2008, and April 2, 2008. All discipline data reported in the SRSD should be reported within each submission cycle (i.e., do not wait until the end of year (EOY) to report discipline data). This is particularly important relative to students who may exit the district prior to the end of the school year. In order to meet OSEP requirements, the OSE/EIS now captures data on all in-school and out-of-school suspensions of ½ day or more in length among students receiving special education programs/services. Please work with your data entry personnel to assure that your district's data is correct. An explanation of each field follows.

Field 126 – Total Number of Removals by a Hearing Officer. Please note that for the purpose of this reporting, a hearing officer is an administrative law judge .

Field 127 – Total Days of Removal by a Hearing Officer (administrative law judge)

Field 128 – Total Number of Unilateral Removals Following a Weapons Offense

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Field 129 – Total Days of Removal Following a Weapons Offense

Field 130 – Total Number of Unilateral Removals Following a Drug Offense

Field 131 – Total Days of Removals Following a Drug Offense

Field 132 – Total Number of Unilateral Removals Following a Serious Bodily Injury-- defined for this reporting as *a bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty*((18 U.S.C. §1365(3)(h))

Field 133 – Total Days of Removal Following a Serious Bodily Injury

Field 134 – Total Number of Times/Occurrences of In-School Suspensions

Field 135 – Accumulated Days of In-School Suspensions

Field 136 – Total Number of Times/Occurrences of Out-of-School Suspensions

Field 137 – Accumulated Days of Out-of-School Suspensions

**Expulsions:** Please note that when a student who receives special education programs/services is expelled from school through official board action, your district needs to complete fields 112 – 120 as you would for any other student.

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2. On the left-hand navigation bar, click on *Single Record Student Database*.
3. Under *SRSD Data Manual*, click on *Spring/EOY 2008 Data Field Descriptions*.
4. Descriptions of Fields 126 - 137 begin on page 247.

If you have additional questions, please contact your local or ISD SRSD authorized user or James Nuttall, Ph.D., Office of Special Education and Early Intervention Services at (517) 335-0454, or via electronic mail at [nuttallj@michigan.gov](mailto:nuttallj@michigan.gov).

JJT/FL/jn

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